

Weekly Report-Week Ending 28 May 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

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- ✓ a. Installation of Subject-Numeric File in Office of D/PERS., OP [REDACTED]

Screening of material recommended for disposition has been completed by Assistant Executive Officer, OP. Assisted in retirement of one cu. ft. of material, dating from 1947, to Records Center. Completed training secretaries in new file system.

- ✗ b. Revised one item on the DD/S Records Control Schedules to be retained permanently. It was decided that the locator and control file maintained by this office will be useful to the Records Center as a finding media to other files throughout the DDS components after it had exhausted its administrative use to the Office of the DD/S.

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- c. Map Library Division, ORR [REDACTED]

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Mr. [REDACTED] Space Maintenance and Facilities Branch, OL, has informed the ARO/ORR that funds for securing the area in the [REDACTED] are available. Procurement Division, OL, has been advised of this and will release a purchase order for open shelving to be used in the area to house the [REDACTED] Files. See report of 30 April 1958 for details. Project complete.

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2. Assignments

- ✗ a. Assistance to ARO/OCR in preparation of OCR publications proposed for OCR. Began assembling material for use when current VM review completion permits.

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- ✗ b. Assistance to ARO/OP in Internal OPM on Records Management [REDACTED]

Received copies for RMS distribution of OP memoranda on Records Control Schedule, substitutions of letter for legal safes, and other subjects from ARO/OP, overall OPM updating location and responsibilities of ARO will not be issued in view of D/PERS. feeling that OP's RM Program is progressing satisfactorily now and that this would create a precedent for such issuances on other programs such as security, budget, etc. Project completed.

- ✓ c. Subject-Numeric Files in OP, Personnel Procurement Division, *Special Recruitment Branch. [REDACTED]

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Based on their experience with S-N File installed in Office

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25X1A9a of Chief, PPD, we have been requested to install file in *SRB upon return of Mr. [REDACTED] from field recruiting trip o/a 2 June. This is expected to broaden into a complete records survey aimed at improving processing of recruits above clerical level. Preliminary fact-finding begun 26 May with C/PPD reveal 35 cu. ft. of records housed in 8 safes are involved.

✓ d. OTR - Records Control Schedule [REDACTED] 25X1A9a 25X1X8

25X1A6a Schedule for [REDACTED] still being typed. Delay due to the typist attending morning training classes. Received 10-4 dr. letter safes from Logistics to replace the same amount of legal safes. Substitution will take place as soon as possible.

25X1A9a e. Records Management Survey/Office of Personnel [REDACTED] 25X1A9a

25X1A9a A draft of the proposed Staff Study has been presented to and discussed with Mr. [REDACTED] DD/Pers/PD. The study was well received by Mr. [REDACTED] and is now being prepared in finished form.

✓ f. File Systems - ORR Staffs - [REDACTED] 25X1A9a

Installation is continuing in Intelligence Information Staff. Started file installation in Control Staff. Over 2 cu. ft. of files will be destroyed in accordance with the schedule.

g. Acquisitions Branch Library/OCR [REDACTED] 25X1A9a

25X1A6a The CIA Safety Officer has advised that some modification in shelving arrangements must be made to permit the proposed use of shelving in [REDACTED]. Since [REDACTED] ARO/OCR has advised that some of the [REDACTED] book collection may be disposed of, this project will be deferred for the present. 25X1A9a 25X1A6a

✓ h. Legislative Counsel [REDACTED] 25X1A9a

No change from previous report.

3. Vital Materials

a. Vital Materials Deposit Schedules presently in effect for DD/I, OBI, and the Office of Communications are being reviewed.

b. Microfilming in the Office of Scientific Intelligence and the Office of Personnel continues. These filming projects are 98% and 95% complete respectively, 25X1A9a

Arrangements have been made with Mr. [REDACTED] to begin microfilming the Medical folders of relocation personnel on 23 June 1958.

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c. Reviews of Vital Materials Deposit Schedules continue. Reviews in the Office of the DD/I, Office of Basic Intelligence and the Office of Communications began this week.

d. Mr. [REDACTED] attended the DD/I Vital Materials Committee meeting held last Friday, 23 June. All DD/I offices were represented at this meeting, by the Area REcords Officer or the vital materials contact.

✓ Mr. [REDACTED] Chairman of this committee, presented each representative with a copy of the preliminary returns of the survey conducted to determine what series in the Intelligence Publications Collection are vital and how long these should be retained. In reviewing these returns I found that fifty-four (54) series presently being deposited were either evaluated as non-vital or determined to be kept as vital for a period not to exceed one year.

A second meeting on this subject is scheduled for the 5th of June.

4. News

a. [REDACTED] all members of the Office of Operations, visited the repository last week. This visit proved very informative for [REDACTED] who has been designated the Records Officer for OO.

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